

# Melrose Retirement Board

## Travel Regulations

Approval Date is: 5/1/02

1. **Air Travel Routing Criterion.** Air travel when required shall be charged at. economy/coach rate, but preference shall be allowed for nonstop service and reasonable departure and arrival times. Air travel may be upgraded by the traveler to business or first class; however, all costs associated with the upgrade shall be the responsibility of the traveler.
2. **Rental Car Usage.** Use of standard grade rental vehicles from a national rental agency is authorized. Standard grade is defined as an intermediate or full size vehicle. A rental vehicle may be upgraded by the traveler; however, all costs associated with the upgrade shall be the responsibility of the traveler. An upgrade is authorized where two or more travelers share a rental vehicle and the net cost to the Board will result in a net savings to the Board.
3. **Personal Motor Vehicle Usage.** Use of a traveler's personal motor vehicle for retirement board travel shall be reimbursed at the mileage reimbursement rate established by the Internal Revenue Service. Parking and toll costs shall be reimbursed subject to proper documentation.
4. **Maximum Daily Reimbursement for Meals.** The maximum daily reimbursable amount for the cost of meals while on Board authorized travel shall be \$ 75.00. The Board may, however, make allowances for reimbursement in excess of the allowable amount for travel to high-cost locations.
5. **Authorization for Board Issued Credit Card Usage.** Usage of Board issued credit cards are authorized by the Board. Billings for same are issued to the offices of the Melrose Retirement System, 562 Main Street, Melrose, MA 021.76